

**Past President / Chairman of the Board of Directors**  
**Job Description**

**Primary Responsibilities:**

Past President/Chairman of Board of Directors.

- A) Acts as Parliamentarian.
- B) Acts as Chairman of the Board of Directors.
- C) Responsible for assigning members of the Board of Directors to serve on each Association Committee.
- D) Serves on Association Committee(s) upon the request of the Chairman of the Board of Directors.
- E) Serves to provide The Association with continuity, heritage, tradition, and spirit fostered by the Northern Lights Council Camps (past and present).

**Sequenced Responsibilities:**

July Pre-Meeting:

- Serve as parliamentarian for the annual meeting

July Post Meeting:

- Establishes goals for the year.
- Encourage other officers to establish goals.
- Aid the President in ensuring that the Annual Meeting minutes are completed and send out within 10 days.
- Write Article for the Aurora.
- Encourage other officers to write articles for the Aurora.
- Aid the President and Executive Secretary in Forming Budget for the year.
- Review Web Page and recommend updates.

August:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Help the President ensure that the Fall Fellowship is publicized.
- Help the President work with Publications Chairman to ensure that Aurora articles are being written and the Aurora is on schedule for publication.
- Help the President ensure Alumni Achievement Committee has solicited nominations.
- Review Web Page and recommend updates.

September:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

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October:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Attend Fall Fellowship if available.
- Review Web Page and recommend updates.

November:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

December:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review financial statement with the President and Executive Secretary / President elect.
- Write Article for the Aurora.
- Encourage other officers to write articles for the Aurora.
- Help the President work with Publications Chairman to ensure that Aurora articles are being written and the Aurora is on schedule for publication.
- Help the President ensure Alumni Achievement Committee has solicited nominations.
- Review Web Page and recommend updates.

January:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

February:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review Web Page and recommend updates.

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March:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Review financial statement with President and Executive Secretary / President elect.
- Write Article for the Aurora.
- Encourage other officers to write articles for the Aurora
- Help the President work with Publications Chairman to ensure that Aurora articles are being written and the Aurora is on schedule for publication.
- Help the President ensure Alumni Achievement Committee to solicited nominations.
- Review Web Page and recommend updates.

April:

- Review Yearly Goals
- Set aside one day to contact alumni members and officers and perform alumni business.
- Help the President ensure Staff Week Chair is preparing for Staff Week Gathering.
- Help the President ensure Staff Week Gathering is publicized to staff and alumni.
- Review Web Page and recommend updates.
- Review Association By-Laws and make recommendations for changes.

May:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Attend Staff Week Gathering if possible.
- Review Board of Directors job descriptions with Board of Directors and update.
- Solicit By-law modifications from Board of Directors.
- Write suggested changes and distribute to board 30 days prior to annual meeting.
- Review Web Page and recommend updates.

June:

- Set aside one day to contact alumni members and officers and perform alumni business.
- Help the President ensure Alumni Achievement Committee has set date for a meeting to nominate a recipient of The Alumni Achievement Award.
- Help the President ensure Alumni Achievement Committee has solicited nominations.
- Review Web Page and recommend updates.

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July Pre-Meeting:

- Help the President prepare Agenda for annual meeting.
- Review By-laws and encourage officers to perform required tasks.
- Help the President publicize the annual meeting.
- Review financial statement with President and Executive Secretary / President elect.
- Serve as parliamentarian during the annual meeting.
- Present a report during the annual meeting.
- Present any By-law changes for approval.
- Review Web Page and recommend updates.

**Non-Sequenced Responsibilities**

- Aid in identifying people to run for the Executive Secretary / President Elect position in future years.
- Participate in telephone conferences and board meetings throughout the year.
- Maintain a record of tasks completed, contacts, and actions taken in order to help the transfer to the next President.
- Build Goals for upcoming year as Board of Directors Member..
- Work with President in performing his or her job.
- Assure By-laws are being observed.